

WORKFORCE DEVELOPMENT FUND

FUNDING PACK 2023/24

The Care Workforce Development Partnership (CWDP) is the Lead Partner for the Skills for Care Workforce Development Fund (WDF) in Shropshire and Telford and Wrekin. **You can claim WDF towards the costs of your staff undertaking qualifications and learning up to the value listed on the Skills for Care 2023/24 WDF Funded Qualifications and Learning list.** It is available to download from the Partners in Care website and provides a breakdown of what you can claim for each qualification including:

- Awards, Certificates and Diplomas at Levels 2,3,4 and 5
- Learning Programmes
- Digital Learning Modules for Leaders and Managers
- Apprenticeships

In 2023/24 you can claim up to a maximum of £2,000 per learner

What You Need to Know Before Claiming WDF

- If you have not previously claimed WDF, you need to complete a WDF Members Declaration form 2023/24, available to download on the Partners in Care website.
- You will need to have completed 90% of the ASC-WDS (Adult Social Care Workforce Data Set) staff records since 1st April 2023.
- Claims are processed on a first come first served basis on receipt of the completed claim form and correct evidence.
- We do not limit the number of claims per organisation, but we reserve the right to do so at our discretion to maximise the number of employers accessing the fund.
- You must ensure that you are only claiming WDF through one lead partner.
- You must provide an adult social care service and directly employ care staff within England.
- We recommend that you ask your learning provider for the 10 digit Unique Learner Number (ULN) for your learners at the start of qualifications as WDF cannot be claimed without it.
- Claim forms and guidance can be downloaded from www.partnersincare.org.uk
- The CWDP has milestones to meet for the 2023/24 WDF Contract, please email your claims to us regularly throughout the year to help us to meet the milestone dates below:

Milestone that we need to achieve	Please submit claims by the following dates
Milestone 1 (20%)	18 th September 2023
Milestone 2 (40%)	20 th November 2023
Milestone 3 (60%)	17 th January 2024
Milestone 4 (100%)	18 th March 2024

How to claim WDF for Qualifications e.g. Awards, Certificates and Diplomas

A copy of the learner's certificate from the awarding organisation will be accepted as evidence for Awards, Certificates and Diploma qualifications providing the following information is included:

- Candidate name
- Candidate registration/enrolment number
- Unique Learner Number (ULN) – Please ask your learning provider for each learner's 10 digit ULN at the start of qualifications
- Qualification Title and Number as listed on the WDF 2023/24 Funded Qualifications and Learning list, available on the SPiC website
- Name of learning provider
- Name of awarding organisation
- The date of issue of the certificate is between 1 January 2023 and 31 March 2024
- Learning Provider invoice if you have paid for training

How to Claim WDF for Digital Learning Modules and Learning Programmes

A copy of the learner's certificate will be accepted as evidence for digital learning modules and learning programmes providing the following information is included:

- Candidate Name
- Candidate date of birth
- Name and claim code for digital learning module and learning programmes as listed on the WDF 2023/24 Funded Qualifications and Learning list, available on the Partners in Care website
- Name of the Skills for Care Endorsed Provider
- The date of issue of the certificate is between 1 January 2023 and 31 March 2024
- Endorsed Provider invoice for Learning Programmes

WDF you can claim towards the cost of Apprenticeships

Levy and Non-Levy Paying Organisations:

- must not make a profit from their employees undertaking the qualification or learning
- must have already incurred the Associated cost before claiming WDF
- cannot claim for costs that have not been directly incurred
- must maintain records to evidence what has been claimed

	WDF can be Claimed for:	WDF cannot be Claimed for:
Levy Payers	Some of the associated costs of training e.g., wage replacement and 20% off the job learning time. The amount of associated costs claimed can be up to, but not exceeding, the funding value for the qualification listed on the 2023/24 WDF Funded Qualifications and Learning List.	Training delivery and end point assessment costs because the Apprenticeship Levy must be used to fund this
Non-Levy Payers	Funds that the employer has directly paid towards the training delivery and end point assessment which is 5% of the apprenticeship standard maximum that the Government will fund. Some associated costs of training e.g. wage replacement and 20% off the job learning time can also be claimed. The total amount claimed can be up to, but not exceeding, the funding value for the qualification as listed on the 2023/24 WDF Funded Qualifications and Learning List.	95% of the training delivery and end point assessment costs because this is paid for by the Government.

	<p>Example A Level 2 Apprenticeship capped at £3000, and the Qualification value listed is £1000. You can claim £150 evidenced by the learning provider's invoice and up to £850 as Associated costs.</p>	
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How to Claim WDF for Apprenticeships

You can claim for an Apprenticeship in two stages:

- The Diploma, once it has been completed and certificate issued
- The Apprenticeship Standard can be claimed later once the end point assessment has been completed and the Institute for Apprenticeships & Technical Education (IfATE) certificate has been issued.

Claiming for the Diploma within an Apprenticeship Standard

A copy of the learner's certificate from the awarding organisation will be accepted as evidence for the Diploma providing the following information is included:

- Candidate name
- Candidate registration/enrolment number
- Unique Learner Number (ULN)
- Qualification title and qualification number as listed on the 2023/24 WDF Funded Qualifications and Learning list, available on the Partners in Care website
- Name of learning provider
- Name of awarding organisation
- The date of issue of the certificate is between 1 January 2023 and 31 March 2024
- Learning Provider invoice if you have paid for training

Claiming for an Overall Apprenticeship Standard

A copy of the final Apprenticeship Standard certificate issued by the IfATE will be accepted as evidence providing it contains the following information:

- Candidate name
- Unique learner number (ULN)
- Title of the apprenticeship standard
- Qualification number/code for the apprenticeship standard as listed on the WDF 2023/24 Funded Qualifications and Learning list, available on the Partners in Care website
- The date of issue of the certificate is between 1 January 2023 and 31 March 2024
- The certificate must be issued by the IfATE

Funding Developments

Skills for Care reserve the right to remove courses from the WDF List of Qualifications and Learning during the funding year if a new fund to support the ongoing professional development of the adult social care workforce is launched by the Government. However, any learners enrolled in eligible learning prior to any changes or removal of any courses will remain eligible for, and receive support through, the WDF as long as learning is completed, certificated and claimed within the current funding year.

If you would like to join our WDF Partnership and need further information on any of the above or help to claim WDF please contact:

Jackie Smith jackie.smith@partnersincare.org.uk or

Amanda Berey amanda.berey@partnersincare.org.uk

We will be very happy to help.

WORKFORCE DEVELOPMENT FUND (WDF) 2023/24 CLAIM FORM

You can claim WDF up to the value listed on the Skills for Care 2023/24 WDF Funded Qualifications and Learning list available on the Partners in Care website. You can claim for:

- Training that you have paid for – please email to us a copy of the learning provider invoice with your claim
- Costs associated with the training, e.g.
 - Backfill costs for wage replacement for the learner on training
 - Employee salaries for time spent with an Assessor or attending workshops
 - Coaching and mentoring costs

ORGANISATION:	ESTABLISHMENT:
LEARNER'S NAME:	LEARNING PROVIDER:

AWARDS, CERTIFICATES AND DIPLOMAS (Including Diplomas completed as part of an Apprenticeship)

Unique Learning Number (ULN):	
Candidate Registration/Enrolment Number:	
Qualification Title:	
Qualification Number:	
Awarding Organisation:	
Amount to be Claimed:	£
Certificate from Awarding Organisation:	Please email a copy with the claim
Learning Provider invoice if you paid for training:	Please email a copy with the claim
Identify if the Diploma is part of an Apprenticeship:	Yes/No

END POINT ASSESSMENT AND APPRENTICESHIP STANDARD

Unique Learning Number (ULN):	
Candidate Registration/Enrolment Number:	
Title of Apprenticeship Standard :	
Qualification Number for Apprenticeship Standard:	
Awarding Organisation:	Institute for Apprenticeships & Technical Education (IfATE)
Amount to be Claimed:	£
Certificate from Awarding Organisation:	Please email a copy with the claim
Learning Provider invoice if you paid for training:	Please email a copy with the claim

DIGITAL LEARNING MODULES AND LEARNING PROGRAMMES

Date of Birth for Learner:	
Name of Digital Learning Module/Programme:	
Code for Digital Learning Module/Programme:	
Name of Endorsed Provider:	
Certificate from Endorsed Provider;	Please email a copy with the claim
Endorsed Provider invoice:	Please email a copy with the claim

SKILLS FOR CARE INTRODUCTORY MODULES FOR MANAGERS

Date of Birth for Learner:	
Certificate/s from Skills for Care:	We need a copy for each module completed
List the Claim Codes in the boxes below for each Introductory Managers Module Achieved	

Please read, and sign to agree the following before submitting a claim:

I confirm that:

- We provide an adult social care service and directly employ care staff within England.
- We have submitted a WDF Members Declaration form.
- Learners included in this claim are staff and/or volunteers employed by this organisation.
- We have directly incurred costs for all learners and qualifications included in this submission, prior to making this claim for the WDF.
- The WDF being claimed per learner is a contribution towards the total costs incurred by this organisation. The amount claimed from all sources combined with WDF is not more than the total cost of the training and no profit is being made from these funds.
- The evidence we are supplying is accurate and we have retained a copy on file.
- I am aware of the Skills for Care terms and conditions and Privacy Policy for this grant which are available to view on the Partners in Care website.

I understand that:

- I must not claim more than £2000 per learner in the financial year and the amount of funding available to my organisation is limited. The overall amount claimed can be equal to but not exceed the funding value for the qualification or learning.
- we must keep clear and accurate records of the funding spent and received for a period of 6 years and that we are required to keep evidence and supply information for audit purposes if requested by Skills for Care or a representative working on their behalf.
- Skills for Care and Partners in Care have a zero-tolerance approach towards fraud and fraudulent behaviour, and we will fully co-operate with investigations into such events whether led by Skills for Care or the Department of Health and Social Care (DHSC). DHSC, may, at any time, during the term of this arrangement and up to five years after the end of the project, arrange for additional audits, on-the-spot checks and/or inspections to be carried out. These may be carried out by DHSC or Skills for Care, or any of its duly authorised representatives.
- we must fully complete/update the required Adult Social Care Workforce Data Set (ASC-WDS) to access the Workforce Development Fund and that our account data must be an accurate reflection of our service(s) and workforce.
- if we claim any funds which we are not eligible for, then we will have to repay the value of these claims in full to the grant holder.
- the WDF is an annual fund and future funding is not guaranteed.
- We must follow the rules on what we can and cannot claim WDF for as an apprenticeship levy/non-levy paying employer

I confirm I am the individual named below and that I understand my responsibilities in claiming the funding and that I am authorised to make this declaration on behalf of this organisation.

I consent to the processing of this personal data by Partners in Care and understand that as detailed in the Partners in Care Privacy Notice this includes the management of the Workforce Development Fund. I understand consent can be withdrawn any time.

Name:	
Position in organisation:	
Date of submission:	
Telephone No:	
E-mail Address:	

Please send completed claim forms and evidence electronically to Jackie Smith at jackie.smith@partnersincare.org.uk or Amanda Berey at amanda.berey@partnersincare.org.uk